

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration

Division of Human Resources

One Capitol Hill

Providence, RI 02903

Office 401-222-2918

Fax 401-222-6391



**NOTICE**

On April 11<sup>th</sup>, the [Families First Coronavirus Response Act Policy \(FFCRA\)](#) was issued and as such replaced and revoked the Family Responsibilities and Sick Leave temporary measure that was released on March 19<sup>th</sup>. Any requests that were approved prior to the issuance of the FFCRA will be honored, but as of April 11<sup>th</sup> new requests under the temporary sick leave measure will not be considered.

**Frequently Asked Questions (FAQ)  
About Temporary Sick Leave Measure**

This FAQ provides information regarding the State's temporary measure to provide employees greater flexibility in discharging sick leave. Employees who have a necessity to be out of work due to family responsibilities (including caring for children due to the closure of the child's school or childcare facility) and who are unable to telework, in addition to other available leave accruals, may request to discharge up to 20 days of accrued sick leave.

---

**Does this new flexibility mean employees automatically have 20 days of accrued sick time added?**

No. At this point, we are allowing employees to use up to 20 days that they have already accrued, or in the case that all other leave is exhausted, use up to 20 days of sick time in advance.

**Can employees be forwarded up to 20 days of sick leave in advance if they have exhausted all other leave (sick leave, vacation, personal, etc.)?**

In a situation where an employee has exhausted all leave, the employee may – under this temporary measure – request an advance of up to 20

days of sick leave. The employee must complete the Sick Leave in Advance form and agree that future accruals of sick leave shall be applied against the advance until the loan is repaid. Any request for an advance of sick leave shall include a full explanation of the circumstances upon which the request is based.

**How will supervisors communicate to Human Resources that sick time is being used for “non-sick purposes?” How will HR track usage?**

There is no need to code the 20 days of sick leave differently than normal sick leave. Agency managers are responsible for ensuring that sick leave requests are appropriate while the temporary measure is in effect.

**While this policy is in effect, do you still need a doctor’s note if you are sick, or is this requirement waived?**

A doctor’s note is not required to discharge sick time while this temporary measure is in effect. However, as consideration will first and foremost be given to those who are sick or who are at high risk, employees who meet these criteria should contact their Human Resources Disability Management representative. In addition, if an employee is going to be out of work due to a Family Medical Leave Act (FMLA) qualifying event for which they are going to remain out of work for a longer period of time, the employee should contact their Human Resources Disability Management Unit representative at 401-574-8401.